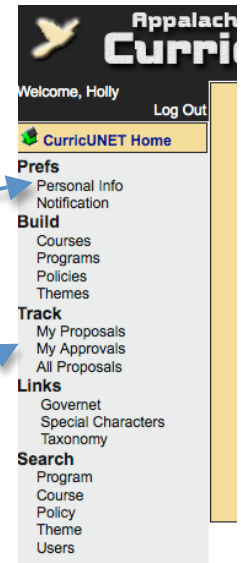


CurricUNET Quick Reference For Graduate Council Reviews

Go to <http://www.curricunet.com/ASU/> to log in. Your Appalachian username will work with the password "changeme" the first time.

Once logged in you will see the following side bar (among other things). Choose **Personal Info** under **Prefs** and change your password in the window that pops up. You will need to type your new password twice and then click on **OK**.

Personal Information	
First Name	Holly
Last Name	Hirst
Preferred Name	Holly
Job Title	Graduate School
E-Mail Address	HIRSTHP@appstate.edu
User Name	hirsthp
Password	*****
Password Confirm	*****



To find and review a proposal: Click on **My Approvals** under **Track**, and choose **Graduate Council** in the **Select Role** pulldown menu. If Graduate Council is not in the list, let Toni Becvinovski know!

When you click on the **Next** button you should see a list of proposals for the meeting (there may be none there at the moment). Here is an example of what you would see for a proposal, along with what the icons mean.

: the original entry form
 : standard proposal forms A and B
 : the impact (cross-lists, prerequisites, programs)
 : attachments
 : approval flow
 : comments

						BIO 2700 HUMAN GENETICS *Pending* **AS Course Modification** Rainer Goetz Step: Academic Policies and Procedures Committee Level: 11.00 Action
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When you are ready to provide input/feedback (this is NOT your vote; we will still vote at the meeting after face-to-face discussion): Click on the **Action** button, add any comments in the space provided, and select the action from the **Action** pulldown menu. **Reviewed** should be your only choice:

Click **Save**, and move to the next item on the list!

To see comments made by everyone, you need to go back to **Track** and click on **All Proposals**. There you can **Check Status**, and read all the approvals and all the comments: